

MASSACHUSETTS DIVISION OF CAREER SERVICES (MDCS) PAYMENT VOUCHER INSTRUCTIONS

To facilitate the timely and accurate processing of payment vouchers:

- A. Please fill in the numbered areas **1-6** of the attached pre-coded MDCS Payment Voucher(s) with the following information:
1. Vendor's signature -- use Blue Ink only.
 2. Total amount of service(s) – equals 25% of total grant amount.
 3. Vendor's invoice number (optional).
 4. "Voucher Payment" – 2nd payment, 3rd payment, 4th payment.
 5. Date(s) of service(s) – same dates that are on interim Grant Narrative Report.
 6. Amount of service(s) – equals 25% of total grant amount.
- B. Send completed payment voucher(s) with supporting documentation to your designated program coordinator:

Michael Corcoran	mcorcoran@detma.org	(617) 626-6426
Greg Tuvek	gtuvek@detma.org	(617) 626-5354
Julie Moran	jmoran@detma.org	(617) 626-5319
Michael Angotti	mangotti@detma.org	(617) 626-6801
Jason Albert	jalbert@detma.org	(617) 626-5190
Robert Collins	rcollins@detma.org	(617) 626-5187

C/O

**Massachusetts Workforce Training Fund
Division of Career Services
19 Staniford Street, 2nd Floor
Boston, MA 02114**

Approved payment voucher(s) will be forwarded to the MDCS Accounts Payable Unit for payment. Please label all attachments submitted with the payment voucher.